

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

**Title:** Foreign Travel Itineraries

**Number:** 345.1

**Date:** 10/28/91

**Originating Office:** Financial Management Division  
Budget and Fiscal Services Branch

**This Replaces:** 345.1, 11/26/80; and 352.6, 7/23/79

**Distribution:** Headquarters, Areas, and Locations

This DIRECTIVE:

- Provides policy and procedures for preparing itineraries for official travel to foreign countries.
- Assigns responsibility associated with each organizational level involved in the itinerary process.

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## **1. ABBREVIATIONS**

- ATR - Agricultural Travel Regulations
- BFSB - Budget and Fiscal Services Branch, FMD
- FAA - Foreign Agricultural Affairs, FAS
- FAS - Foreign Agricultural Service
- FMD - Financial Management Division
- FTU - Foreign Travel Unit, FAS
- TMC - Travel Management Center

## **2. FORM**

- AD-750 - International Travel Clearance (Local Reproduction)
- FAS-432 - FASTO

## **3. AUTHORITY**

ATR 1-16

## **4. POLICY**

ARS will adhere to all State Department and Foreign Agricultural Service (FAS) regulations which require that appropriate U.S. diplomatic representatives be notified before any official foreign travel begins. It is ARS policy to submit an AD-750 in accordance with this DIRECTIVE for each employee planning foreign travel.

## **5. RESPONSIBILITIES**

BFSB will notify FAS of the proposed itinerary of each employee planning foreign travel.

Area Travel Clerks will contact (via FASTO) the Agricultural Attache for each foreign trip planned.

Travelers will cooperate with U.S. diplomatic representatives to achieve maximum effectiveness in relations with foreign countries.

## 6. PROCEDURES

The following procedures apply to anyone planning foreign travel on official business and anyone traveling on a personal passport on annual leave who intends to make contacts within a foreign country related to the traveler's official status with the U.S. Department of Agriculture.

NOTE: The FTU **WILL NOT** release a passport unless copies of the itinerary have been received.

### Traveler

- Prepare an original AD-750 (Exhibit 1) and five copies of proposed itinerary. Include:
  - Complete itinerary with date and time of departure from and return to traveler's official duty station.
  - Mode of transportation.
  - A copy of the airline itinerary from the TMC if the itinerary is not shown on the back of the AD-750.
- Sign and date all copies of AD-750 and send an original and four copies directly to the Area Travel Clerk at least 30 workdays prior to departure from the United States.

### Area Travel Clerk

- Review AD-750.
- Prepare FASTO requesting Post/Country clearance.
- Forward original and three copies of the AD-750 with enclosures and FASTO to the Travel Office, BFSB, FMD, at least 25 workdays before traveler's departure from the United States.

### Travel Office, BFSB, FMD

- Review AD-750 and forward original and two copies to the Deputy Assistant Administrator, FAA, FAS, at least 20 workdays before traveler's departure from the United States.

## **Traveler**

- Immediately contact Agricultural Attache by phone upon arrival in the Attache's country(ies) of responsibility. This includes travel associated with attendance at international meetings.

NOTE: It is not necessary to contact the Agricultural Attache upon arrival in the Attache's country(ies) of responsibility when the travel is for the purpose of attending a professional society meeting. However, advising the Attache prior to the trip and submission of the itinerary copies are still required.

- Before transacting business with foreign Government officials, contact the Agricultural Attache by phone. If the Agricultural Attache is absent, contact the Economic Officer or other U.S. Diplomatic Officers.

NOTE: The Department of State Diplomatic and Consular Officers will provide maximum help and assistance to USDA representatives while abroad.

## **7. CHANGES IN ITINERARY**

### **Traveler**

- If a change occurs before departing from the United States, prepare an original and five copies of revised itinerary (AD-750) and follow the procedure shown in Section 6.
- If a change occurs after departing from the United States, notify the nearest American Embassy of the change:
  - If a country is added to travel plan, include name, title, time of arrival, purpose of visit, and name of country. Request advice on need for obtaining official visas.
  - If a country is deleted from travel plan, include name, title, and name of country.

T. J. CLARK  
Deputy Administrator  
Administrative Management  
Exhibit  
1 AD-750 - International Travel Clearance



PLACE	DATE	HOUR	CARRIER	CON- FIRMED
Leave				
Arrive				

Brief purpose of visit:

Leave				
Arrive				

Brief purpose of visit:

Leave				
Arrive				

Brief purpose of visit:

Leave				
Arrive				

Brief purpose of visit:

Leave				
Arrive				

Brief purpose of visit:

Leave				
Arrive				

Brief purpose of visit:

Leave				
Arrive				

Brief purpose of visit: